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Chief Executive Officer

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April 7, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY (IT) OCCUPATIONAL STUDY (PHASE II)
AND DEPARTMENT OF HEALTH SERVICES IT BUREAU REORGANIZATION
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This letter will update the County Classification Plan to further implement the findings of Phase II of the Countywide Information Technology (IT) Occupational Study and of the proposed reorganization of the Department of Health Services Administration, Information Technology Bureau.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code, to reclassify two (2) information technology supervisory and management positions at the Public Defender as part of the implementation of the Countywide Occupational Study and forty (40) positions in the IT Bureau of DHS Administration as part of their ongoing reorganization, and deleting a non-represented classification.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These reclassification recommendations will help ensure the proper classification and compensation of positions based on the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation Of Strategic Plan Goals

Approval of the accompanying ordinance will further the newly-revised County Strategic Plan, Operational Effectiveness Goal, enhancing the quality of central support services by improving the quality of the workforce, achieving departmental operational needs, and maintaining consistency in personnel practices throughout the County.

Deleted Class

As a result of the implementation of Phase II of the IT Occupational Study, we recommend deleting the position of Assistant Chief, Information Technology, Public Works, from the County Classification Plan (Attachment A). Class deletions are consistent with the County's strategy to reduce the number of County classes. The department has been informed of and has consented to the deletion.

DHS Administration IT Bureau Reorganization - Technology Delivery Division

This is the second in a series of letters to implement findings of the proposed reorganization of DHS IT Bureau. This phased approach reflects the prioritizing of critical operational needs as identified by DHS Executive Management. A comprehensive classification review of the Technology Delivery Division has been conducted by CEO which included a review of fifty-nine (59) positions, of which forty (40) are being recommended for reclassification. (Attachment B, Table I).

Please note that this IT reorganization will not result in any increase in the number of budgeted positions nor in Net County Cost. Where additional positions are deemed necessary as part of the proposed reorganization, other vacant positions allocated to the IT Bureau are being deleted from the budget. We intend to submit additional letters for your Board's approval as each major phase of this IT reorganization is completed. These actions will facilitate the recruitment and retention of technical skilled staff, and reduce reliance upon contract agency personnel.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. During the past two years, your Board has approved the creation of nine (9) IT management and supervisory classifications that reflect current-day IT industry practices.

As part of the continuing implementation of this study, two (2) positions in the Public Defender's Information Systems Division are being recommended for reclassification to new Information Technology management and supervisory classifications. (Attachment B, Table II). The duties and responsibilities assigned to these positions are found to meet allocation standards of the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 42 positions that will be reclassified is estimated to total \$47,035 (all funds). Net County Cost is estimated to be \$10,349. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notification has been given to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
SJM:SHC:KP:ra

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
1033	Assistant Chief, Information Technology, Public Works

ATTACHMENT B

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS (All positions are non-represented unless otherwise indicated)

I. REORGANIZATION OF DHS ADMINISTRATION IT TECHNOLOGY DELIVERY DIVISION

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services - Administration	1	Data Elements Coordinator, Health Services (N23 S12)	1	Information Technology Manager III (N23 S13)
	4	Information Systems Analyst II (NM 92B) — <i>Represented</i>	1	Information Technology Technical Support Analyst II (NM 87F) — <i>Represented</i>
			1	Network Systems Administrator II (NM 93F) — <i>Represented</i>
			1	Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i>
			1	Senior Network Systems Administrator (NM 97F) — <i>Represented</i>
	1	Information Systems Manager I (NM 109H)	1	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor I (NM 99E)	1	Principal Operating Systems Analyst (NM 104H)
	3	Information Systems Supervisor II (NM 104B)	1	Information Technology Specialist I (NM 109H)
			1	Principal Network Systems Administrator (NM 103H)
			1	Senior Network Systems Administrator (NM 97F) — <i>Represented</i>
	1	Information Technology Technical Support Analyst II (NM 87F) — <i>Represented</i>	1	Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i>
	1	Medical Technologist, Data Systems (NM 94E)	1	Information Technology Technical Support Analyst II (NM 87F) — <i>Represented</i>
	3	Network Systems Administrator II (NM 93F) — <i>Represented</i>	3	Operating Systems Analyst (NM 95B) — <i>Represented</i>

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
	1	Patient Financial Services Officer (NM 94J)	1	Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i>
	2	Registered Nurse I (N21 RN01) — <i>Represented</i>	2	Information Technology Technical Support Analyst II (NM 87F) — <i>Represented</i>
	2	Registered Nurse I (N21 RN01) — <i>Represented</i>	2	Network Systems Administrator II (NM 93F) — <i>Represented</i>
	1	Registered Nurse I (N21 RN01) — <i>Represented</i>	1	Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i>
	1	Registered Nurse II (N21 RN02) — <i>Represented</i>	1	Principal Information Systems Analyst (NM 103H)
	1	Registered Nurse II (N21 RN02) — <i>Represented</i>	1	Senior Network Systems Administrator (NM 97F) — <i>Represented</i>
	1	Registered Nurse II (N21 RN02) — <i>Represented</i>	1	Senior Operating Systems Analyst (NM 100C) — <i>Represented</i>
	12	Senior Information Systems Analyst (NM 99E)	1	Information Technology Manager I (N23 S11)
			1	Information Technology Technical Support Supervisor (NM 95F) — <i>Represented</i>
			3	Principal Network Systems Administrator (NM 103H)
			5	Senior Network Systems Administrator (NM 97F) — <i>Represented</i>
			2	Senior Operating Systems Analyst (NM 100C) — <i>Represented</i>
	1	Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i>	1	Information Technology Technical Support Supervisor (NM 95F)
	2	Student Worker (FH \$9.92) — <i>Represented</i>	2	Student Professional Worker, Information Technology (FH \$18.90) — <i>Represented</i>
	1	Student Worker, Information Technology (FH \$15.64)	1	Student Professional Worker, Information Technology (FH \$18.90) — <i>Represented</i>
Total	40			

II. IT STUDY – PHASE II


Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Defender	1	Departmental Information Systems Manager (N23 S10)	1	Information Technology Manager I (N23 S11)
	1	Information Systems Supervisor II (NM 104B)	1	Information Technology Supervisor (NM 104H)
Total	2			

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Deleting one (1) non-represented employee classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Health Services and Public Defender.

RAYMOND G. FORTNER, JR.
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv
Requested: 01-27-09
Revised: 03-12-09

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
1033	ASST CHIEF, INFO TECHNOLOGY, PW	01/01/2006	404E
		10/01/2006	405K
		04/01/2007	407K
		07/01/2007	NN 407K
		01/01/2008	NN 408L
		07/01/2008	NM 408L
		01/01/2009	NM 410A

SECTION 2. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2595A	4	INFORMATION SYSTEMS SUPERVISOR I
4899A	4	MEDICAL TECHNOLOGIST, DATA SYSTEMS
9497A	4	PATIENT FINANCIAL SERVS OFFICER
2481F	4	STUDENT WORKER, INFO TECH

SECTION 3. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2571A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2548A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2550A</u>	<u>3</u>	<u>OPERATING SYSTEMS ANALYST</u>
<u>2561A</u>	<u>4</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>
<u>2552A</u>	<u>1</u>	<u>PRINCIPAL OPERATING SYSTEMS ANALYST</u>
<u>2551A</u>	<u>3</u>	<u>SENIOR OPERATING SYSTEMS ANALYST</u>
<u>2482F</u>	<u>3</u>	<u>STUDENT PROF WORKER,INFO TECH</u>

SECTION 4. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2624A	5 <u>4</u>	DATA ELEMENTS COORDINATOR,HS
2591A	32 <u>28</u>	INFORMATION SYSTEMS ANALYST II
2573A	44 <u>13</u>	INFORMATION SYSTEMS MANAGER I
2574A	4 <u>2</u>	INFORMATION TECHNOLOGY MANAGER III
2596A	43 <u>10</u>	INFORMATION SYSTEMS SUPERVISOR II
2569A	42 <u>13</u>	INFORMATION TECHNOLOGY SPECIALIST I

2546A	5	<u>8</u>	IT TECHNICAL SUPPORT ANALYST II
2594A	8	<u>9</u>	PRINCIPAL INFO SYSTEMS ANALYST
5133A	24	<u>19</u>	REGISTERED NURSE I
5134A	44	<u>8</u>	REGISTERED NURSE II
2593A	65	<u>53</u>	SENIOR INFORMATION SYSTEMS ANALYST
2547A	4	<u>4</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2560A	5	<u>13</u>	SR NETWORK SYSTEMS ADMINISTRATOR
8242A	25	<u>23</u>	STUDENT WORKER

SECTION 5. Section 6.104.010 (Public Defender) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2601A	4	DEPTL INFORMATION SYSTEMS MANAGER
2596A	4	INFORMATION SYSTEMS SUPERVISOR II

SECTION 6. Section 6.104.010 (Public Defender) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2598A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

[RECLASSMAR2009KPCEO]